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1922/23

~~A. L. A. LIBRARY~~

The Public Library  
OF  
ROYAL OAK  
MICHIGAN

FIRST ANNUAL  
REPORT

1922 - 1923

THE LIBRARY OF THE

JUN 25 1951

UNIVERSITY OF ILLINOIS



# Public Library

OF THE CITY OF

## ROYAL OAK

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F I R S T  
A N N U A L  
R E P O R T  
1922-1923



## PREFACE

To the Honorable Mayor and Members of the City Commission of the City of Royal Oak:

In presenting this, our first annual report, we wish to call your attention to the remarkable growth of the library and to the widespread influence which it is exerting upon the citizens of our city and those of the surrounding communities. We are endeavoring to meet the needs of the reading public from every angle. The best works of recent standard fiction have been placed upon the shelves of the library, standard reference works upon a great variety of subjects such as: Architecture, electrical engineering, radio, advertising, salesmanship, landscape gardening, and others on the various trades and professions. Our magazine cabinet is filled with the choicest magazines relating to every field of endeavor.

In order to continue to serve this growing community in an acceptable way, it is hoped that your honorable body will continue the same generous support which you have so freely given during the past year.

FRANK HENDRY,  
President Library Board.

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## FIRST ANNUAL REPORT.

To the Library Board of Royal Oak.

Ladies and Gentlemen:—

The first yearly report of the Royal Oak Public Library covers the period from October 1, 1922, to June 30, 1923.

### History

It seems fitting at this time to sketch briefly the history of the collection of books which is now known as the Royal Oak Public Library. When the original township library came into existence your librarian has been unable to discover, but as early as 1870 a notice appeared in the local paper stating that new books had been added to the library. It is evident that it had been in existence for a few years previous to that time. The library was housed in various places, at first at the home of the Township Clerk whose wife acted as librarian. Afterward it was kept in the town hall. Various buildings still standing have served to house it: a small building in the rear of Mrs. Jacob Erb's home, the building now used as the Episcopal Church, and the one now remodeled as a club house for the Woman's Club. The library was opened to the public for an hour or two on Saturday afternoons. No statistics were kept and we can only judge of its popularity from the fact that it became necessary for the librarian to secure help for these Saturday openings. The last librarian under the township organization was Mrs. Maurice Blair, the first to keep a permanent record of the books. She made a list in the form of an accession book, and also compiled a title list, the first attempt at any cataloging.

In 1916 due to the initiative of the Woman's Club, the township voted a mill tax for a public library and the township library was reorganized as a Public Library for the township. It continued to be known, however, as the Royal Oak Township Library until October, 1922, when it was sold to the City of Royal Oak. There were 2423 volumes in the library when it was reorganized in 1916. When purchased by the city in October, 1922, there were 7694 volumes fully cataloged, 184 uncataloged accessions, and a large collection of pamphlets and clippings. These accessions were



cataloged and prepared for circulation during October and November and thus became a part of the available book stock. Books purchased by the city were not formally added to the book stock until December. At this time a careful inventory of the library was made and the value of books and equipment determined. This inventory has been kept up during the succeeding seven months, and is shown in full in Tables V and VI appended to this report. The uncataloged accessions at the time of purchase from the township account for the seeming discrepancy between books added to the library in Tables III and IV.

**Periodicals** Sixty-eight periodicals are regularly on file, including technical, literary, current event, and popular magazines. A large number of these are eventually bound and form a permanent and valuable addition to the reference resources.

**Reference Work** More and more demands are being made upon the library for reference material not only by high school pupils, but by students of Detroit Teachers' College and the College of the City of Detroit. These Detroit students reside in Royal Oak and have a right to expect help from this library. Some texts have been purchased during the last winter for this purpose and more should be added in the near future. A large number of pamphlets and clippings have been added to the Information file which now forms a very real help in reference problems. In the purchase of books a special effort is made to supply the needs of the various business enterprises, pursuits, and professions of the citizens of Royal Oak.

**Picture Collection** One of the frequent requests met with in library work is for a picture of some object, scene, animal, or specific costume. Many of these pictures are common; they appear everywhere but are very difficult to find at the moment one wants them. For this reason an organized picture collection is very useful in libraries. It costs little except in time required for collecting and filing the pictures, unless one attempts to acquire fine reproductions. For some years the library has saved

pictures that came to hand, but neither time nor filing space was available to organize them. This spring it became possible to do so and 1295 pictures have been filed making the beginning of a useful collection. It has already enabled us to answer several inquiries.

**Rental Collection** The rental collection consists of duplicate copies of popular books which circulate at a rental of one cent per day until they have paid for themselves when they are added to the regular book stock, this collection is used by a relatively small number of readers, but is well liked by them, and helps appreciably to satisfy those who wish the latest or most popular fiction. There are 71 volumes in the collection at the date of this report. Thirty-six volumes have been purchased since October 1, 1922, and 37 volumes transferred to the regular stock. Many of the volumes were in poor condition when the transfer was made, and in this case the cost of binding was charged to the rental collection. Subscriptions to four magazines, American, Good Housekeeping, Ladies' Home Journal, and Woman's Home Companion, have been paid from this fund. They are circulated in the same manner as the books. The state of the rental collection funds is shown in Table II appended to this report.

**Gifts** Seventy volumes were received as gifts during the period covered by this report. Among the donors were Mrs. Muriel Marshall, Mrs. Theodore Gavett and Mrs. J. S. Morrison. The library is always glad to receive gifts of books, magazines, or music. They are accepted with the proviso that duplicate books or those not suitable for the collection may be sold.

**Registration** There are at present 4822 registered readers. How many of these are from the township and how many from the city we have at present no means of telling. A survey made before the new territory was added to the city showed about 50 per cent from each. No doubt the percentage from the city is much the larger now. Beginning with July 1st a different card is being issued to township card holders so that we will in future know the number of readers that come from outside the city.



## Work With Schools

One of the important phases of a library's activity is its relations with the schools. The Royal Oak Library has endeavoured to co-operate in every way with the local school system. Lessons in the use of reference books and libraries have been given each semester to the classes of the Royal Oak High School, two lesson periods to each class. Miss Griffith, the high school librarian, assisted in the work, giving most of the written tests and correcting papers. A greater facility in the use of the library on the part of students is a noticeable effect of this work. A part of the time, at least, spent in their instruction is saved to the library in their ability to help themselves in all minor reference problems.

The deposits of books which had formerly been sent to the Parker, Berkley and Roosevelt schools have been withdrawn. Parker and Berkley schools are each establishing libraries of their own and have no further need of books from this library. The library at the Roosevelt school is closed for the summer. These children will be served during the summer months thru the library at Lincoln High School which will be kept open Tuesday and Friday afternoons. An assistant from this library has charge of the libraries at the Lincoln and Roosevelt schools, and their books are classified, cataloged, and administered thru the Royal Oak library. This work is paid for by the Board of Education of District Number 9.

The new Whittier school is the center of a considerable and growing population and is quite a distance from this library. It seems a hardship for young children to be required to come over a mile for books. Even the Longfellow school is too far for many of them to come, especially when it is necessary to cross the car tracks. A collection of children's books placed in these schools and served by an assistant from this library would no doubt open library service to many children who are not now reached.

Classroom libraries of from ten to twenty volumes have been issued to teachers who asked for them. Experience in many libraries has proved that these collections of books are effective only in the hands of the teachers who are inter-



ested in developing the reading habit in their pupils, and hence, no effort has been made to introduce them except on the initiative of the teacher.

A training course for library desk attendants was started in co-operation with the Royal Oak High School. The course is planned to cover four semesters and the student receives credit from the school as in the case of other vocational studies. Four hours a week are given to practice and instruction in the Library. The course, if satisfactorily completed, will enable the student to fill the position of junior assistant in a library.

**Children's Work**           The story-hour for children has been carried on thruout the winter. It is the aim of story-telling to interest the children in the best in literature, and foster a love for books and reading. Every Saturday morning brings its group of interested children who can hardly wait for 9 o'clock when the story hour begins. One week the children were taken to the Detroit Public Library where they were shown the beautiful building and listened to stories by one of the Detroit storytellers. The Christmas program was given with the co-operation of the Woman's Club. The Educational Committee of the club helped decorate the rooms and furnished a small box of candy for each child. In addition to the usual Christmas tree, a fireplace was constructed thru which Santa appeared to distribute the candy. Dickens' Christmas Carol was told by candle light. The story hour has been in charge of Miss Mary Everest who has made a great success of it.

A reading circle has been organized for children up to the sixth grade, with a definite list of books from which each grade is to read. Whenever a child has completed ten books for his grade and reported upon them to the librarian, he is given a certificate. This is an effort to guide and improve the reading of children in the lower grades, and introduce to them certain interesting and worthwhile books which they commonly overlook.

## Staff

The Library is now employing three assistants. It is nearly two years since the last addition was made to the staff, and during this time the work of the library has increased greatly. With the steady growth in the population of the community, it must be expected that the demands upon the library will be ever greater and greater, and if the Library is to be a live force in the development of the community it will be necessary to add to the staff from time to time. The personnel of the present staff is capable and faithful, and thru their efficient work have contributed in no small measure to the service the library has been able to render.

"He profits most who serves best" is true of a public library. To secure adequate support, the library must project itself into the life of the community and serve its manifold interests. It is not possible to evaluate precisely the service of a public library, for the economics of free things is a difficult problem to solve, but in a broad sense the educational value of a library to the citizenry in all its aims, interests, and efforts cannot be denied.

There are three avenues of publicity which a library may continuously pursue: thru posters, notices, or lists of books of specific interest, to be mailed to individuals or organizations; thru personal contact of the librarian with individuals and associations, with a view to awakening an interest in purposeful reading; and lastly, thru a library section in a local newspaper which should contain items of general library interest, what other libraries are doing, reviews of books, etc.

The preparing and printing of lists and maintaining a library department will require a certain expenditure of money and time which your librarian would be glad to undertake if authorized to do so, and if adequate means and service can be secured for this purpose. During the past three years no money has been spent in publicity. It is not enough to provide good library facilities; it is essential to convince people of it. Needless to say, publicity must go hand in hand with the best type of library service. The two jointly should convince the community that in support-

ing liberally a public library they contribute to a civic necessity rather than to the luxury of a few.

Increased activity of a library means a greater number of readers, and larger additions of books, and this brings your librarian to the realization that under existing conditions of limited and inadequate space in our present quarters, additional service is not possible. No appreciable number of books can be added, as there is insufficient room for those already in the library, and there is no space in which to place more shelving. It is a vicious circle which will hamper the growth and influence of the library. It is therefore respectfully suggested that larger quarters be secured at the earliest possible date. Both the quality and quantity of service suffer when the room and the shelves are crowded and when there is no space for additional equipment, books, or readers. New library quarters, commensurate with the library service, and library needs of this community is one of the most important items to claim your attention.\*

A progressive community is in a constant state of evolution; what was adequate last year becomes inadequate today. More schools, a greater number of paved streets, extension of water mains, closer supervision of health conditions, etc., are but normal manifestations of American civilization. They are investments from which the citizen draws dividends in better educational opportunities, better health conditions and a lower death rate. The public library likewise is a municipal investment which pays dividends to the community thru service to the taxpayers. It stands for more and better education for men and women in all walks of life; it furnishes wholesome and worthwhile books to young people; it co-ordinates with schools in its educational effort. A progressive, live, up-to-date library is one of the best talking points in boosting a town, for it reflects the open minds of the people. It serves all and is a part of all activities. Hence, like other municipal undertakings it requires not only adequate support, but an appropriation which from

\*Since the date of this report it has been decided to move the library to 205 Williams street. This will be done as soon as the necessary alterations can be made.



year to year will allow for extension of service commensurate with the growth of the city. It should have the confidence of the city officials as well as of the community that money appropriated for its support will be spent with the greatest economy, but on the other hand it should also have intelligent appreciation of its service and a realization on the part of the community that the quantity and quality of service depends on generous support from the taxpayers and city officials.

In closing this report the librarian wishes to thank the Library Board for their unfailing support, and their genuine interest in the welfare of the library.

The statistical tables are appended to this report.

Respectfully submitted,

ELIZABETH V. BRIGGS,  
Librarian.

## STATISTICAL TABLES

Table I.

### FINANCIAL STATEMENT

Balance on hand October 1, 1922-----\$0,000.00

#### Receipts.

City Commission -----	\$5,440.51
Library fines -----	502.73
Duplicate pay collection-----	104.60
Reserve post cards-----	5.18
Lost books -----	34.37
Non-resident fees -----	7.50
Board of Education District No. 9-----	315.00
Miscellaneous refunds -----	60.10
Total -----	\$6,469.99
Grand total -----	\$6,469.99

#### Disbursements.

Salaries -----	\$3,697.23
Rent (including light and heat)-----	585.00
Books -----	733.55
Periodicals -----	173.05
Binding -----	432.81
Supplies-----	236.35
Telephone -----	22.95
Postage, express, freight, cartage-----	41.72
Furniture and fixtures-----	126.83
Janitor service -----	81.00
Refunds-----	5.90
Other expenses -----	126.70
Total-----	\$6,263.09
Balance on hand, July 1, 1923-----	\$ 206.90

Table II.

### RENTAL COLLECTION FUNDS

Receipts by rental-----	\$104.60
Applied on book fund-----	\$45.80
Applied on binding fund-----	20.30
Applied on periodical fund-----	7.75
Total -----	\$ 73.85
Balance on hand, July 1, 1923-----	\$ 30.75

Table III.

## BOOK ACCESSIONS

Number of volumes September 30, 1922-----		7694
Added:		
By purchase -----	814	
By gift -----	147	
By binding -----	42	
From duplicate pay-----	50	
Total accessions (Oct.-June)-----		1053
Withdrawn:		
Worn out -----	158	
Lost and paid for-----	27	
Destroyed—contagious disease -----	4	
Not returned by borrower-----	27	
Missing at inventory-----	43	
Total withdrawals -----		259
Net gain -----		794
Number of volumes June 30, 1923		8488



Table IV

**BOOK ACCESSIONS AND WITHDRAWALS BY CLASSES AND COST**

Note: This table includes books added from Dec. 1, 1922, to June 30, 1923, only. Those added in October and November were purchased by the Township Board and are included in the December 1st valuation.

	Accessions		Withdrawals		Net Gain or Loss	
Adult.	No.	Value	No.	Value	No.	Value
General works -----	58	\$ 155.81	5	\$ 7.49	53	\$148.32
Philosophy-----	18	40.45	--	-----	18	40.45
Religion -----	3	4.71	1	.70	2	4.01
Sociology -----	49	52.04	3	4.62	46	47.42
Philology -----	12	4.83	1	.90	11	3.93
Science -----	29	23.75	--	-----	29	23.75
Useful arts -----	46	69.57	7	11.72	39	57.85
Fine arts -----	13	17.35	4	3.07	9	14.28
Literature-----	43	54.54	4	5.55	39	48.99
History-----	62	56.86	2	3.91	60	52.95
Travel -----	39	121.30	--	-----	39	121.30
Biography -----	12	19.89	1	.72	11	19.17
Fiction -----	190	187.90	61	60.22	129	127.68
Total -----	574	\$ 809.00	89	\$ 98.90	485	\$710.10
Juvenile.						
General works -----	3	\$ 9.00	--	-----	3	\$ 9.00
Philosophy -----	--	-----	--	-----	--	-----
Religion -----	2	1.56	--	-----	2	1.56
Sociology -----	2	1.02	1	\$ 1.06	1	— .04
Folklore -----	23	22.27	16	12.09	7	10.18
Philology -----	32	21.67	19	8.71	13	12.96
Science -----	11	14.03	7	5.43	4	8.60
Useful arts -----	3	3.70	2	2.08	1	1.62
Fine arts -----	7	10.03	2	2.58	5	7.45
Literature -----	10	11.01	7	7.94	3	3.07
History -----	6	5.59	2	1.74	4	3.85
Travel -----	13	14.08	1	.60	12	13.48
Biography -----	5	4.99	1	1.00	4	3.99
Fiction -----	129	134.42	63	59.70	66	74.72
Total -----	246	\$ 253.37	121	\$102.93	125	\$150.44
Grand total -----	820	\$1062.37	210	\$201.83	610	\$860.54
Uncataloged accessions -----			Number 75	(incl. 21 gifts).		
			Cost --	\$74.22		

Table V.

## PERMANENT INVENTORY OF BOOKS BY CLASSES

Adults.	Inventory		Net		Inventory	
	Dec. 1, 1922		Gain or Loss		June 30, 1923	
	No.	Value	No.	Value	No.	Value
General works -----	314	\$ 1180.88	53	\$148.32	367	\$ 1329.20
Philosophy -----	89	124.38	18	40.45	107	164.83
Religion -----	87	112.82	2	4.01	89	116.83
Sociology -----	382	564.02	46	47.42	428	611.44
Philology -----	42	76.35	11	3.93	53	80.28
Science -----	115	217.61	29	23.75	144	241.36
Useful arts -----	434	683.98	39	57.85	473	741.83
Fine Arts -----	224	407.56	9	14.28	233	421.84
Literature -----	531	772.66	39	48.99	570	821.65
History -----	292	450.48	60	52.95	352	503.43
Travel -----	168	325.26	39	121.30	207	446.56
Biography -----	148	269.01	11	19.17	159	288.18
Fiction -----	2532	3744.29	129	127.68	2661	3871.97
Total -----	5358	\$ 8929.30	485	\$710.10	5843	\$ 9639.40
<b>Juvenile.</b>						
General works -----	10	\$ 14.00	3	\$ 9.00	13	\$ 23.00
Philosophy -----	4	4.40	---	-----	4	4.40
Religion -----	27	34.22	2	1.56	29	35.78
Sociology -----	27	43.37	1	— .04	28	43.33
Folklore -----	176	216.53	7	10.18	183	226.71
Philology -----	76	46.44	13	12.96	89	59.40
Science -----	115	88.82	4	8.60	119	97.42
Useful arts -----	93	109.26	1	1.62	94	110.88
Fine arts -----	79	101.86	5	7.45	84	109.31
Literature -----	282	516.62	3	3.07	285	519.69
History -----	171	161.98	4	3.85	175	165.83
Travel -----	151	138.70	12	13.48	163	152.18
Biography -----	98	120.61	4	3.99	102	124.60
Fiction -----	1211	1786.05	66	74.72	1277	1860.77
Total -----	2520	\$ 3382.86	125	\$150.44	2645	\$ 3533.30
Grand total -----	7878	\$12312.16	610	\$860.54	8488	\$13172.70

**Table VI.**  
**INVENTORY**

Books (8488 volumes) .....	\$13,172.70
Furniture and fixtures:	
Shelving .....	\$ 880.58
Tables and chairs .....	425.00
Filing cases .....	510.00
Other furniture .....	267.25
Total value .....	\$ 2,082.83
Card catalog:	
Materials .....	\$ 462.73
Labor .....	1495.33
Total value .....	\$ 1,958.06
Information file .....	425.00
Total value of Library, June 30, 1923 .....	\$17,638.59

**Table VII.**  
**CIRCULATION STATISTICS BY CLASSES**

	Adult	Juvenile	Schools	Total
General works .....	1033	245	10	1288
Philosophy and ethics .....	315	17	12	344
Religion .....	133	102	19	254
Sociology and civics .....	581	214	141	936
Folklore .....	---	2161	391	2552
Philology .....	50	743	333	1126
Science .....	273	463	129	865
Useful arts .....	770	397	82	1249
Fine arts .....	519	467	86	1072
Literature .....	1023	749	292	2064
History .....	427	558	229	1214
Travel .....	272	560	151	983
Biography .....	290	450	142	882
Fiction .....	26140	14153	5261	45554
Total .....	31826	21279	7278	60383
Reading and reference room attendance .....				14173
Story hour attendance (November-April) .....				986



**Table VIII.**

**CIRCULATION STATISTICS BY MONTHS**

	<b>Adult</b>	<b>Juvenile</b>	<b>Schools</b>	<b>Total</b>
October .....	3141	1849	769	5759
November .....	3405	2620	789	6814
December .....	3264	2337	722	6323
January .....	4143	2702	866	7711
February .....	3870	2482	946	7298
March .....	4436	2977	995	8408
April .....	3501	2401	857	6759
May .....	3233	2030	800	6063
June .....	2833	1881	534	5248
<b>Total</b> .....	<b>31826</b>	<b>21279</b>	<b>7278</b>	<b>60383</b>

**Table IX.**

**READERS' CARDS**

Valid October 1, 1922.....	4454
Issued October 1, 1922, to June 30, 1923.....	1396
Expired during period .....	1004
Name dropped (leaving town, etc.) .....	24
Total withdrawals .....	1028
Net gain .....	368
Valid June 30, 1923.....	4822

**Table X.**

**CLERICAL WORK**

Books cataloged .....	786
Pamphlets filed .....	306
Cards written .....	2448
Library of Congress cards used.....	1696
Overtime post cards sent.....	2648
Reserve cards sent.....	265
Letters written .....	263
Books mended .....	1977
Books sent to schools.....	16



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